

~~SECRET~~

Types of work load

**Hours per
Month**

Preparing field sub-allotments
Preparing reports
Ledger postings
Funds certifications made
Cables and dispatches prepared
Concurrence on cables and dispatches routed through Section
Conferences and meetings
Review of [REDACTED]
Review of proposed regulatory issuances
Agent Duty Status reports prepared and reviewed
Maintenance of Taxi fund
Preparation of travel vouchers
Preparation of travel orders
Preparation and review of Claims
Maintenance of Time and Attendance Reports and distributing
pay checks
Log entries
Review of projects for Administrative plans
Collection of Hospitalization Insurance
Maintenance of pending files on termination dates of contracts
and maintenance of correspondence control on finance matters
Budget preparation
Miscellaneous (review of IBM run, filing)

Total

25X9

25X1A